

CITY OF MILFORD
REGULAR MEETING
MARCH 3, 2015
MINUTES

A regular meeting of the Mayor and Council of the City of Milford, Nebraska was held at the Webermeier Library Building in said City on the 3rd day of March 2015 at 7:30 pm. Present were: Mayor Dean A. Bruha; Council members: Jeff Baker, Rick Fortune, Jeff Heckman, Dan Kral; Attorney Robert Blevens; Chief of Police Forrest Siebken, Maintenance Supt. Gary TeSelle and City Clerk Jeanne Hoggins. Also present: Rian Harkins with SENDD, Building Official Kendall Hoggins, Library Director George Matzen, Jonathan Jank, Dean Eden, Larry Jantze, Gerry Boden, Tiffany Fougeron and Kylie Schildt.

Notice of the meeting was given in advance thereof by publishing in the Milford Times; a designated method for giving notice, as shown by the Affidavit of Publication attached to these minutes. Notice of the meeting was given to the Mayor and all members of the Council and a copy of their acknowledgement of receipt of notice and the agenda is attached to these minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

CALL TO ORDER: Mayor Dean Bruha called the meeting to order at 7:30 pm. and publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act is available for review and is posted on the east wall of the Webermeier Library Meeting Room.

MINUTES: A motion was made by Fortune and seconded by Baker to approve the minutes of the February 3, 2015 meeting. Roll call vote: Fortune yes, Baker yes, Heckman yes, Kral yes. Motion carried.

PAYMENT OF BILLS: A motion was made by Heckman and seconded by Kral that the following accounts payable bills in the amount of \$178,355.88 payroll in the amount of \$27,255.63 totaling \$205,611.51 approved by the Auditing Committee be approved for payment. Roll call vote: Heckman yes, Kral yes, Baker yes, Fortune yes. Motion carried.

SALARIES:

58564	Forrest Siebken	1396.62
58565	Kendall Hoggins	1446.02
58566	Mavis Ferris	70.19
58567	Jeanne Hoggins	1414.38
58568	Gary TeSelle	860.20

58569	Robert Hull	1099.95
58570	Bryce Johnson	184.70
58571	George Matzen	775.41
58572	Jenna Filbert	232.53
58573	Benjamin Rediger	1087.42
58574	Erica Pallas	820.86
58575	Kile Jackson	992.57
58576	Scott McNeil	773.78
58577	Sarah Long	97.89
58578	Jessica Wang	129.29
58579	Jeffery Troyer	927.96
58580	Sarah Heliker	820.46
58581	Shannon Stone	480.34
58582	Marilu Fichtner	436.57
58631	Forrest Siebken	1396.62
58632	Kendall Hoggins	1095.20
58633	Mavis Ferris	66.50
58634	Jeanne Hoggins	1414.38
58635	Gary TeSelle	860.20
58636	Robert Hull	1121.90
58637	George Matzen	775.41
58638	Jenna Filbert	363.69
58639	Benjamin Rediger	1012.90
58640	Erica Pallas	820.86
58641	Kile Jackson	1059.01
58642	Scott McNeil	773.78
58643	Sarah Long	125.60
58644	Craig Carritt	12.93
58645	Jessica Wang	162.54
58646	Jeffery Troyer	866.05
58647	Sarah Heliker	272.73
58648	Shannon Stone	329.92
58649	Marilu Fichtner	578.01
58655	Rick Fortune	138.52
58656	Dean Bruha	184.70
58657	Jeff Baker	34.44
58658	Dan Kral	138.52
GENERAL FUND:		
58520	Nicole Loseke- WA/ SW Deposit Refund	50.00
58521	Janet Nason- WA/SW Deposit Refund	45.71
58522	Mikey Reich- WA/SW Deposit Refund	74.23

58523	US Postmaster- Utility Billing Postage	207.74
58562	Blue Cross & Blue Shield	7865.74
58563	Blanchat Mfg., Inc.- New Grass Rig	105616.00
58583	Ameritas- Pension	1660.56
58585	Union Bank- HSA	533.00
58586	Alex Kenny- Rec. Basketball Camp	94.00
58587	Aramark- Pants & Rags	779.78
58588	Ashley Cameron- Website Maintenance	310.00
58589	AT&T- Library Long Distance	10.76
58590	Black Hills Energy- Service for Jan 2015	1428.58
58591	Canon Financial- Contract Charge	254.00
58592	Canon Solutions- Maint Base, Copies	155.11
58593	Consolidated Management- Meals NLETC(44)	97.25
58594	Diode Communications- Internet	20.26
58595	Eakes Office Solutions- Frame Folder, Hanging Folders	489.42
58596	EMC- Insurance Grass Rig	219.00
58597	Farmers Co-op- Fuel for Jan, Tire Repairs, Oil	1873.18
58598	Hydraulic Equipment- Lease Truck, Saw Repairs	1302.83
58599	IACP- Membership	150.00
58600	Jensyn Meyer- Rec. Basketball Camp	94.00
58601	JEO- Energy Element	130.00
58602	John Deere Financial	48.10
58603	Kremer's Inc- Replace Security Lights, Scoreboards	2502.58
58604	Marvin E. Jewell- Audit Services 2013-2014	11900.00
58605	Matheson Tri-Gas- O2 & Air Bottle Rent	96.72
58606	Meyer Automotive- 2005 Ford Wiper Blade	33.18
58607	Midwest Door & Hardware- Maint. Shop Door	1292.00
58608	Midwest Service & Sales- Grader Chains, Plow Edges	1968.50
58609	Milford Fire & Rescue- (5) Sets of EMT Books	952.00
58610	Municipal Supply, Inc.- ¾" Meters	3677.69
58611	Nebraska Planning & Zoning Assoc.- P&Z Meeting	180.00
58612	Nebraska Main Street- City ½ for Membership	250.00
58613	Nebraska Motor Parts- Key Stock, Batteries, Tools	388.45
58614	NPPD- Service for January	4860.61
58615	One Call Concepts- One Calls	8.10
58616	Pac-N-Save- Batteries, Food, Fundraising Supplies	109.62
58617	Pizza Kitchen- (2) Catered Meals	250.00
58618	Rediger Automotive- Door Repair, Battery Replace	171.29
58619	Sack Lumber Co.- Building Repairs	48.36
58620	Seward Co Public Power- Wells 1&2	459.94
58621	Seward Co. Independent- Envelopes, Legals, Minutes	824.38

58622	Shell Fleet Plus- Gas	199.70
58623	State Treasurer of NE- 2014 State Animal Lic. Fee	116.40
58624	Sunrise Country Manor- Jan 2015 Meals	651.00
58625	TCA Outdoor Power- Tar Kettle Repair	682.70
58626	Troyer Tree Clearing- Snow Removal Oak Ave.	85.00
58627	Verizon Wireless- Department Cell	106.05
58628	Waste Connections- Trash Service Jan 2015	125.23
58629	Windstream- Service for Jan 2015	607.62
58630	Young's Welding- Saw Repair- Trees	36.00
58650	Ameritas- Pension	1660.56
58651	Kansas Payment- Child Support	230.31
58652	Union Bank- HSA	533.00
58653	Aflac- Dis, Cancer, Suppl, Acc.	380.83
58654	Dearborn National- Life Insurance	116.96
58663	Aloha Roth- Birthday Cake	40.00
58664	Baker & Taylor- Books	567.76
58665	Ben Rediger- Mileage, Brake Rental Window Well	66.10
58666	Blevens Law Office- Legal Services for Feb.	350.00
58667	Blue Cross & Blue Shield- Dental Ins. Feb. 2015	459.19
58668	Card Service Center- Stamps.com & Postage, Class	530.98
58669	Cash- WA Distribution- Supplies, Food, Supply	154.63
58670	Consolidated Management Co.- Meals-McNeil	261.00
58671	Culligan Water Conditioning- Cooler Rent	7.00
58672	D & D Communications- Minitor V Batteries, Shipping	94.00
58673	Lifetime Benefit Solutions- Vision Ins. Feb. 2015	91.09
58674	George Matzen- Paper	91.98
58675	Hawkins Inc.- Pump Treat, Azone, LPC-4, FR	3590.85
58676	Hydraulic Equipment Service- High-Ranger Control	520.68
58677	JEO Consulting Group, Inc.- 2015 Gen. Engineering	2091.60
58678	JR Welding- Tractor Blade Repair	43.51
58679	Layne Christensen Co.- Reservoir Meter	1585.14
58680	Milford A/C & Appliance, Inc.- Repair City Furnace	571.37
58681	Milford Fire & Rescue- Hotels	1803.13
58682	Milford School Dist. #5- Parking Fines	90.00
58683	Nebraska Public Health- Test Water	300.00
58684	NPPD- Service for Feb. 2015	1544.45
58685	Racom Corporation- Trip Charge & Reprogram #	332.50
58686	Reader Service- Books	12.99
58687	Sack Lumber Company- Garage Door Stop	8.49
58688	Seward County Independent- Newspaper	70.00
58689	Shell Fleet Plus- Fuel Expense	360.83

58690	Stutzman Concrete- Water Service Repair	350.00
58691	TooFast Supply- Replace Stolen Tools	615.14
58692	Gary TeSelle- Medicare Part D	388.50
58693	Verizon Wireless- Jetpacks & Cell Phones	146.81
58694	Verizon Wireless- Well Control Monitor	40.01
58695	Vermeer High Plains- Chipper Knives	44.00
58696	Walmart Community BRC- Vacuum, Heater, Food	309.96
58697	Windstream Nebraska Inc.- Service for Feb. 2015	180.25
58698	Zito Media- HD-TV	5.49

REPORTS OF OFFICERS, BOARDS AND COMMITTEES: Written reports received were Milford Aging Services Commission minutes for February 24, 2015; Planning & Zoning Commission minutes for February 25, 2015; Seward County Communications Board minutes for January 22, 2015; Website overview for February 2015; Building Inspector Report for February 2015; Police Dept. Activity Report for January 2015. Heckman – advertising for pool employees. Matzen – 1242 check outs for January 2015, problems with the Overdrive statistics, Movie Night featuring “Big Hero 6” with an attendance of 60, 10 people attended the Movie Night featuring “Lincoln”. Kral reported 2 fire calls, 1 was a false alarm. 13 Rescue calls; 12 in Milford and 1 in Pleasant Dale. TeSelle - filling potholes on Hwy 6, JEO will be completing the water needs study, NDOR will be working on a project this summer making all handicap ramps ADA compliant along Hwy 6, work will begin soon to move utilities in the alley behind Coop/Pizza Kitchen to make repairs to the alley, preparing mowers for summer. Siebken – January activity report submitted, McNeil still at the Academy, making some use of the part-time officers. K Hoggins – received a phone call from Central Contractors and they will be out Friday to start cutting concrete at the Sr. Center. Baker – Sr. Center Director is promoting the Center and doing a great job. The Potato Bake served 87 and is exceeding their Fund Raising goals. Marilu will be off M. T. & Wed. thru March and April. Chair Vi Stutzman will fill in during her absence. Jonathan Jank reported on Economic Development: Going to SENDD in Lincoln tomorrow to review successful DTR applications. Kathi Schildt at AAM is providing administrative support. The quarterly meeting for Southeast Resource Networking is scheduled for March 12, 2015. Tri-County career day is scheduled for March 17, 2015 in York. Fort Riley Veteran Job Fair will be attended by Jonathan and Jeff Baker supporting “Hiring our Hero’s”. Seward County organizations hosted a booth at the NE Home and Garden Fair. Jonathan reported that unfortunately Digitec is laying off approximately 20 employees. They were bought out by a larger company and moving the business to the Kansas City metro area. A crisis

response team will be available to assist those employees in finding similar employment. Digitec will be keeping the engineering force of the business at the local site.

COMMUNICATIONS: *Sales tax received for the month of December 2014 in the amount of \$15,161.26. *NPPD Fourth Quarter lease agreement payment received in the amount of \$45,256.94.

PUBLIC HEARING:

Amend Section 5.10.03 to include Auto Body Repair to Conditional Uses in C-1 Zoning District: Mayor Bruha opened the Public Hearing at 7:52 pm. K. Hoggins explained that he had been approached by Wayne Hartgerink to expand Heartland Auto Body. Auto Body Repair is not allowed in the C-1 Zoning district. He requested rezoning the property but the Planning and Zoning Board will not spot zone and denied that request. Their suggestion was to add Auto Body Repair to C-1 Zoning District as a Conditional Use. Mr. Hartgerink is interested in expanding his building to the north with a self-contained paint booth. There was no opposition at the P & Z Public Hearing. With no further comments Mayor Bruha closed the Public Hearing at 7:55 pm.

Amend the R-2 Zoning District to create a sub-district within the R-2 District which does not conform with the existing R-2 requirements to modify the regulations relating to lot size, set-backs and other requirements within the sub-district: Mayor Bruha opened the Public Hearing at 7:56 pm. Building Official K. Hoggins was running into problems with people wanting to build and expand in the original part of town. After changing the zoning in 2007 it made the lots and structures non-conforming. The P & Z came up with a solution to create a sub-district within the R-2 Zoning District reducing the minimum lot size from 8,000 sq. ft. to 7,000 sq. ft., which basically covers a 50' x 140' lot. They would like to allow for larger accessory buildings in this area, adjusting the lot coverage from 10% or 700 sq. ft. to 13% or 900 sq. ft. This allows the accessory building to be larger than the dwelling as some homes are currently only 400 to 600 sq. ft. All setbacks will remain the same. Lot coverage will increase from 50% to 53% which still allows the green area to remain at 30%. We will also need to change section 4.14 Accessory Building and Uses adding this sub-section. There was one other issue in the R-2 District that was causing some confusion; Child Care Center was listed in both Permitted use and Conditional use. Hoggins and Blevens have defined the difference and it is included in this ordinance. If it needs to go back to the P & Z they can certainly review it and come back next month. With no further comments Mayor Bruha closed the Public Hearing at 8:03 pm.

UNFINISHED BUSINESS:

Discuss/Action – Train Horn/Silence Crossing: Fortune sent an email from NDOR to the Council. It boils down to whether the city is ready to commit financially to move forward with silencing the crossing. A consulting firm would need to be hired to create a study to see what we can and cannot do. There is an issue with the fact that the tracks are on a curve thru town. The question to the Council; are they ready to hire a consulting firm to see what our options are? Fortune noted that neither the NDOR nor the RR will contribute any money to silence the crossing. They will contribute a lot of money to close the crossing. If we choose to silence the crossing, all the funding will need to come from the City. Fortune wanted to check and see what it would do to our insurance. If we are going to consider closing the tracks we need to communicate with Coop and see how it would affect the big trucks. These are all questions that need to be answered. Looking into consulting firms and requesting a RFP (request for proposal) may be our first step in making this decision. Baker noted we should do our due diligence to research our options, looking into a consulting firm could give us the answer as to whether we proceed or not. Heckman questioned who should we talk to at Farmers Coop. Bruha brought up a scenario if the crossing was closed the emergency response vehicle would have to go all the way down to the Hwy and come back up Park Ave. Heckman questioned the amount of calls in that area of town for the tradeoff of closing the crossing. The Council would like Fortune to pursue the process of talking with Coop and researching the cost of a consulting firm to do the study.

Discuss/Action – Inspection of Rental Properties: K. Hoggins reviewed the International Property Maintenance Code and it covers all areas of earlier discussion. It regulates the condition and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities as well as ensuring that structures are safe and sanitary and fit for occupation and use. A Code Official would need to be appointed as well as a Board of Appeals consisting of a minimum of 3 members knowledgeable of property maintenance. Discussion was held regarding our current nuisance ordinance and if it covers these areas. It does not cover interiors issues. Heckman noted that homeowners or landowners need to be more accountable in providing adequate places to live. Seward uses this ordinance and the Council would like Hoggins to research how useful the code is for them.

NEW BUSINESS:

Discuss/Action – Authorize development of Downtown Revitalization Application process by Steering Committee allowing committee to work with SENDD staff on application process. Rian Harkins with SENDD was contacted to assist with the DTR funding. He explained there are 2 phases to the process. Phase 1 is the planning phase in which a Master Plan will be submitted - \$30,000.00 at a 25% match is the funding available for this phase. If selected then phase 2 allows for \$350,000.00 per community to be held back for completion of the master plan. The application process is due by the end of May. A Public Hearing will need to be scheduled in May to approve the final application. The application must meet one of 3 objectives and Milford's objective will be noting our blighted and substandard areas of the downtown district. The Milford Community Development Committee will be working with SENDD. There is no financial commitment until the grant is awarded. The applications are reviewed and graded by a point system and with Milford already having the Leadership Certification in place this will gain us bonus points.

Introduction and Adoption of Resolution – Authorize Milford Community Development Committee to serve as Lead Committee for Downtown Revitalization Efforts and Application for CDBG funding assistance. Councilmember Heckman introduced the following resolution:

RESOLUTION NO. 515

BE IT RESOVED BY THE MAYOR AND COUNCIL OF THE CITY OF MILFORD, NEBRASKA

1. Authorize the Milford Community Development Committee to work on behalf of the City of Milford with regard to downtown and community improvements efforts and to serve as the lead committee for Milford's Downtown Revitalization Efforts.
2. Authorizes the Milford Community Development Committee to develop and prepare the Downtown Revitalization process and application, with final approval by the City Council following a public hearing (tentatively scheduled for May, 2015).
3. Authorize the Milford Community Development Committee to work with SENDD staff on the City's Downtown Revitalization application.
4. Authorize the Milford Community Development Committee to prepare and issue a Request for Qualifications (RFQ) for a consultant to provide master planning services for development the and implementation of the DTR planning phase, and to interview one or more consultants for a proposed scope of services and fees, with the assistance of SENDD in the development of said RFQ.

Upon roll call vote as follows: Heckman yes, Fortune yes, Baker yes, Kral yes.
Motion carried.

street after someone pushes it across and creates “windrows” to freeze and harden. Another concern is piling snow at corners causing visual obstruction for vehicles. The City already has an agreement with a business allowing them to push snow into the middle of First Street and then billing them to have it removed. The ordinance being considered would not allow anyone to push snow onto the street at all. Blevens mentioned changing it to just residential areas. The Council wanted to give the Police Dept. leverage to enforce the issue but could not come up with reasonable verbiage to create an ordinance that would cover all areas of concern. The Council asked Attorney Blevens to clean up the proposed ordinance and they will revisit it next month.

Introduction and Adoption of Ordinance – Amend Section 5.10.03 to include Auto Body Repair to Conditional Uses in C-1 Zoning District: Council member Fortune introduced the following ordinance:

ORDINANCE NO. 891

AN ORDINANCE TO AMEND ARTICLE 5. SECTION 5.10.03 TO ADD AUTO BODY REPAIR AS AN ADDITIONAL CONDITIONAL USE IN THE C-1 CENTRAL BUSINESS DISTRICT; TO REPEAL ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND TO PRESCRIBE THE TIME THIS ORDINANCE SHALL BE IN FORCE AND EFFECT. (See Ordinance Record)

Introduction and Adoption of Ordinance - Amend the R-2 Zoning District to create a sub-district within the R-2 District which does not conform with the existing R-2 requirements to modify the regulations relating to lot size, set-backs and other requirements within the sub-district: Council member Heckman introduced the following ordinance:

ORDINANCE NO. 892

AN ORDINANCE TO AMEND ARTICLE 5. SECTION 5.08 R-2 MEDIUM DENSITY RESTRICTED; TO ADD SUBSECTION 1, MEDIUM DENISTY RESIDENTIAL SUB-AREA TO ACCOMMODATE SMALLER LOTS WHICH WERE PLATTED BEFORE ZONING IN THE ORIGINAL PART OF MILFORD; TO AMEND CONDITIONAL USES AND PERMITTED USES; TO AMEND REQUIRED LOT SIZES AND TO ENLARGE PERMITTED AREA OF ACCESSORY STRUCTURES WITHIN SUBSECTION 1, MEDIUM DENSITY RESIDENTIAL SUB-AREA; TO REPEAL ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND TO PRESCRIBE THE TIME THIS ORDINANCE SHALL BE IN FORCE AND EFFECT. (See Ordinance Record)

Introduction and Adoption of Resolution – One & Six Year Plan:

Council member Baker introduced the following resolution seconded by Kral:

RESOLUTION NO. 516

The following resolution was introduced by Baker, who moved its adoption, seconded by Kral,

“WHEREAS, the City Street Superintendent has prepared and presented a One Year and Six year Plan for Street Improvement Program for the City of Milford, Nebraska, and

WHEREAS, a public meeting was held on the 3rd day of February, 2015, to present this plan and there were no objections to said plan;

THEREFORE, BE IT RESOLVED BY THE Mayor and City Council of Milford, Nebraska, that the plans and data as furnished are hereby in all things accepted and adopted.”

Upon roll call vote as follows: Baker yes, Kral yes, Fortune yes, Heckman yes. Motion carried.

Attest: _____
City Clerk

Mayor

(SEAL)

Approve payment to JEO for NDEQ Water Planning Grant: A motion was made by Fortune and seconded by Kral to approve the payment to JEO in the amount of \$1986.60 for services provided for the Safe Drinking Water State Revolving Fund. Roll call vote: Fortune yes, Kral yes, Baker yes, Heckman yes. Motion carried.

Discuss – Sale of Real Estate Property: The City of Milford has received a down payment from the Little Leaps of Faith Care Center in the amount of \$3350.00 for an offer to purchase the empty lot at 620 2nd Street. They are requesting that the property is rezoned from R-2 to C-1 to utilize the entire lot. The Council will go thru the procedure of rezoning the property.

The Council agreed that the City would accept the offer to purchase the following described real estate: LOTS 7, 8 AND THE WEST 20.0 FEET OF LOT 9, BLOCK 3, ORIGINAL TOWN OF MILFORD, SEWARD CO. NE, which was purchased with Economic Development Funds for resale, the proceeds of which shall be returned to the economic development fund for future economic development, said offer being submitted by Renee Soukup, Director of Little LEAPS of Faith Care Center for a consideration of

\$33,500.00, subject to the terms of the offer to purchase, subject to providing merchantable title to the Purchase and subject to compliance with all requirements of the title insurance company for conveyance of said real estate by the City, and authorizing the Mayor to sign said agreement.

Discuss/Action – Create Utility Easement for 107 & 109 S. B Street, moving utilities: K. Hoggins informed the Council that there are numerous utilities located in the empty lot south of Total Essence Salon. There is interest in building on this lot and the utilities will need to be moved. Hoggins is suggesting a 15' utility easement along the west property line of lots 107 & 109 S. B Street. Discussion was held as to who is responsible for moving the lines. Attorney Blevens mentioned easement by prescription which develops over time. (If someone occupies a corner of your property for more than 10 years, you can claim to own the property by adverse possession.) A legal survey will be done next week and they will need to incorporate the 15' easement into the legal description. There is a question as to where the sewer line runs out of Total Essence Salon and Dennis & Shelly Troyer are out of town. A motion was made by Heckman and seconded by Kral to have a utility easement created along the west property line of 107 & 109 B Street. Roll call vote: Heckman yes, Kral yes, Baker yes, Fortune yes. Motion carried.

Discuss/Action – Drainage issue west side of Sr. Center Building: Mayor Bruha noted we have a bid from Central Contractors for \$26,000.00 He noted that maybe we could tackle the problem by asking the owners to the west of the Sr. Center if they would replace their gutters and down spouts with bigger or commercial grade gutters and down spouts bringing the water to the front of the building and dumping into the storm sewer. K. Hoggins suggested negotiating with the owners and the City could tear out the sidewalk and lay the pipe to dump the water into the storm sewer and also lay drain tile at the same time. This may be an inexpensive fix. The Council agreed to have Kendall Hoggins talk to the neighbors and discuss the option as noted above and bring their response back to the City Council. Blevens suggested putting the option in writing and noting that if this does not work there would be no further action on the City's part.

ADJOURNMENT: A motion was made by Fortune and seconded by Kral to adjourn the meeting. Roll call vote: Fortune yes, Kral yes, Baker yes, Heckman yes. Motion carried and meeting adjourned at 10:27 pm.

Jeanne Hoggins, City Clerk

Dean A. Bruha, Mayor

CERTIFICATION

I, the undersigned, City Clerk of the City of Milford, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council on March 3, 2015 that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the City Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

(SEAL)

Jeanne Hoggins, City Clerk